CORRESPONDENCE FOR CONSTRUCTION CONFERENCES

PRECONSTRUCTION CONFERENCE

The Preconstruction Conference is a meeting scheduled prior to the beginning of Construction. The Division Construction Engineer or the Resident Engineer is responsible for scheduling the conference with the Contractor as soon as possible after notice of award. The date of the conference should be set such that the attendance of representatives such as municipalities, utilities and environmental agencies can be ensured.

After setting the date of the Preconstruction Conference the Division Construction Engineer or the Resident Engineer should send a letter of invitation to the Contractor advising him of the date, time and location of the Preconstruction Conference. The Contractor is responsible for inviting any subcontractors that he deems necessary to attend. The invitation should include an agenda to allow the attendee to be prepared for discussion of subjects relating to them. The invitation should include a request for the Contractor to submit the following items seven (7) days prior to the Preconstruction Conference for review.

1. A Progress Schedule
2. List of Project Personnel (i.e. Project Manager, Project Superintendent, Traffic Control Coordinator, Erosion Control Coordinator, Concrete Plant Superintendent, etc.)
3. List of Material Suppliers
4. List of Subcontractors
5. List of Company Officials Authorized to Execute Supplemental Agreements.
6. Proof of required insurance (Liability, Workers' Compensation and Vehicle Liability) for both Prime Contractor and Subcontractors.

Attendance at the conference will vary depending upon the nature and complexity of the project. The following is a list of Department representatives and other interested parties that should be invited to the Preconstruction Conference.

State Construction Engineer
Division Engineer
Division Construction Engineer (If not sending the Invitation)
Resident Engineer and Staff (If not sending the Invitation)
District Engineer
Division QA Lab Supervisor
Division Right-of-Way Agent
Division Environmental Officer
Roadside Environmental Field Operations Engineer
State Materials and Tests Engineer
Section Materials Specialist
State Locations and Surveys Engineer
Roadway Construction Engineer
Bridge Construction Engineer
Area Pavement Specialist
Utility Coordination Unit Agent

City, Town, and County Officials
FHWA Representatives
Corp of Engineers Representative
NCDENR Representative
US Fish & Wildlife Representative
NC Wildlife Resource Commission Representative
EO Contract Compliance Specialist

The meeting should be chaired by either the Division Engineer, the Division Construction Engineer or the Resident Engineer. The discussions should be open with everyone being given the opportunity to express his or her views and ask questions.

Minutes of the conference shall be prepared by the Division Construction Engineer or the Resident Engineer and sent to the Contractor and copies to the meeting attendees within 7 to 10 days. Those receiving the minutes should be requested to promptly notify the Resident Engineer when they believe the minutes do not accurately reflect the discussions at the meeting.

A list of Recommended Topics to be discussed at Preconstruction Conferences can be found on pages R-36 – R-39 of this guide. This list should be referenced when preparing the agenda for the conference.

PRECONSTRUCTION CONFERENCE NOTICE

STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

August 7, 2006

State Project:
Federal Project:
County:
Description: (Project Description)

Mr. I.B. Contractor
Anywhere Construction Company
P.O. Box 123
Anytown, North Carolina 2111

Dear Mr. I.B. Contractor:

This serves to confirm the Preconstruction Conference for the above referenced project scheduled for 9:00 A.M. Friday, August 18, 2006, at the Division Office located at 1234 North Blant Street, Anywhere, North Carolina. A vicinity map is attached for your convenience.

A proposed Progress Schedule should be submitted to the Department for review and approval at your earliest convenience. In addition, the following information should be submitted to the Department at the Preconstruction Conference:

- Detailed Construction Schedule
- List of Project Personnel (i.e. Project Manager, Project Superintendent, Traffic Control Coordinator, Erosion Control Coordinator, Concrete Plant Superintendent, etc.)
- List of Material Suppliers
- List of Subcontractors
- List of Company Officials Authorized to Execute Supplemental Agreements

It is requested that you invite any proposed subcontractors deemed necessary. By copy of this letter, I am inviting various Department representatives having involvement and/or interest in this project. I am also inviting utility company representatives along with representatives from the City of Anywhere.

Should you require additional information on this matter, please contact this office at (919) 123-4444.

Sincerely,

I.M. Engineer, PE
Resident Engineer

TPS

cc: (Preconstruction Conference Invitees)

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RECOMMENDED TOPICS FOR PRECONSTRUCTION CONFERENCE

- **Introductions**
  - Name and Job Title

- **Setting the Project Up for Success**
  - Expectations for how business is to be conducted (Division perspective)
  - Expectations for how business is to be conducted (Contractor perspective)
  - "Sense of Urgency"
  - Proactive Approach to problem solving
  - Establish Team Approach
    - Not your problem or my problem but **OUR** problem

- **Lines of Communication**
  - Escalation Process for problem resolution (W.S. Varnedoe memorandum, dated May 9, 2005)
  - Authority of Project Personnel
    - Name the Resident Engineer, Project Engineer and Project Inspector
    - Name the Project Superintendent, Traffic Control Coordinator, etc.
  - Discuss to Whom the Contractor should send Correspondence
  - Phone number list for Emergency Call Back

- **Right of Way**
  - Conflicts
  - Delay of Entry
  - Condemned Property
  - R/W Agent Comments

- **Utilities**
  - Utility Plans and Special Provisions
  - Conflicts
  - Utility Agent Comments
  - Establish monthly utility meeting (if needed)

- **Safety**
  - Safety Index Rating
  - Safety Vests
  - Traffic Control
  - OSHA Competent Person
  - Crane Safety
  - Backup Alarms
  - Trenching and Shoring
  - Fall Protection
  - Joint Safety Meetings
  - Staff Responsible for Safety

- **Review Project Commitments (Green Sheets)**
  - Confirm that each commitment has been upheld and achieved or will be achieved

- **Erosion Control**
  - Discuss proper management of Earthwork
    - Starting and Completing Areas
    - Articles 107-13, 225-2, 230-2
    - Benefits of reduced erodiable area (reduced maintenance of measures and reduced costs)
  - BMPs
  - Permits
    - Review **ALL** Permit Conditions
    - Review Permit Drawings
    - Pipe Burial Depths
    - Moratoriums
    - Vegetated Buffers
    - Temporary Causeways
    - Turbidity
    - Jurisdictional Areas
    - Groundcover Timeframe
    - Environmental Agency Comments
  - Review Division's Written Procedure to Correct ICAs and Avoid NOVs
  - Review Erosion Control Plans
    - Delegate Project Inspector to keep and update EC Plans
    - Inform Contractor of NCDOT Expectations for Timely Implementation and Maintenance of Erosion Control
  - Weekly Erosion Control Checklist
  - Waste and Borrow Reclamation Plans
    - Environmental Assessments
  - Clearing and Grubbing
  - NPDES Stormwater Program

- **Schedules**
  - Contractor's Plan of Operation
    - Request and discuss Progress Schedule
    - Contractor to communicate how the project will be constructed to include critical milestones and "Rocks in the Road"
  - Date of Availability
  - Planned Start Date
  - Contract Completion
    - Liquidated Damages
  - Intermediate Contract Times
    - Liquidated Damages
  - Set Monthly Construction Conference Date
  - Set Estimate End Date

- **Subcontracting**
  - DBE Contract Commitments
  - Replacement of DBEs
  - Lease Agreements
  - Joint Checks
  - Identification of DBEs to meet Contract Commitments

- **Submittals**
  - Set priorities for submittals
  - Track through process (discuss status at Monthly Meetings)
  - Establish critical timeframes up front

- **Supplemental Agreements**
  - Letter of Authorized Persons to Sign Supplemental Agreements
  - DOT Authority Level
  - Discuss Standard Pricing Information Form (W.S. Varnedoe memorandum, dated May 9, 2005)
  - Request Certified Annual Labor Burden

- **Claims Process**
  - Work cooperatively to minimize or eliminate claims
  - Escalation Process detailed above
  - Authority Levels (W. S. Varnedoe memorandum, dated June 28, 2007)
  - Discuss requirements for filing a claim (Article 104-8)

- **Final Inspection Process**
  - Finish as we go
  - Establish a running list
  - Joint Responsibility to find and correct problems
  - Common Punch List Items (W.S. Varnedoe memorandum, dated May 9, 2005)
  - Scheduling of Final Inspections (W.S. Varnedoe memorandum, dated May 9, 2005)

- **Closeout Conferences**
  - (S.D. DeWitt memorandum, dated May 8, 2000)

- **Terms of Contract**
  - Liability Insurance
  - Workers' Compensation
  - 12 Month Guarantee
  - DBE & MBE Requirements
    - Contractor's EEO Officer and MBE Liaison Officer
  - EEO Compliance
    - FHWA-1273
    - Annual EEO Report (FHWA Form 1391)
  - Provide the posters to the Contractor for placement on the Bulletin Board
  - Material Testing

- Retainage & Prompt Payment
- Submission of Records (Federal Aid)

- **Surveying**
  - Locations and Surveys Unit Representative to provide project control information and electronic files
  - Permanent Control for Photogrammetry (if needed)
  - Baseline control located and verified
  - Surveyors performing work
  - Manual on Construction Layout

- **Roadway Special Provisions**
  - Specify Method of Clearing
  - Specify Method of Measurement for Earthwork
  - Discuss the Paving Expectations
  - Rideability and Pre-Paving Meeting (W.W. Jones memorandum dated June 22, 2005)
  - QMS Specification Changes
    - QA Supervisors Comments
    - Density Method
    - Final Surface Testing (Pavement Smoothness)

- **Traffic Signal Special Provisions**
  - Signal Inspection Checklist

- **Structure Special Provisions**
  - Bridge Construction Engineer's Comments
  - Submittal Procedure

- **Plans**
  - Review

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FINAL PROJECT INSPECTION

PROCEDURES FOR SCHEDULING AND CONDUCTING FINAL PROJECT INSPECTIONS

- The Contractor and Resident Engineer should communicate and discuss punch list items throughout the life of the project. "Catch it as you go. Do a "final" everyday."
- The Contractor should make a request to the Resident Engineer for Final Inspection within 2 – 3 weeks of the project or portions, as provided in Article 105-17, being complete.
- The Division (Resident Engineer) will schedule a Final Inspection Date with the Roadway and/or Bridge Construction Engineer(s).
- Once the Final Inspection Date has been established, all stakeholders that desire to participate in the Final Inspection should perform their evaluation of the project either on or prior to the Final Inspection Date. Any recommendations should be provided to the Resident Engineer for inclusion in the Final Punch List.
- Prior to the Final Inspection Date, the Contractor should, at minimum, thoroughly evaluate their project for the Common Final Punch List Items (attached) to ensure all work is satisfactorily completed.
- On the Final Inspection Date, a Final Punch List will be generated by the Resident, Division Construction, Roadway Construction and Bridge Construction Engineers from the evaluation of the project. Recommendations for other stakeholders will be added to the Final Punch List.
- Once the Contractor has satisfactorily completed all work detailed on the Final Punch List, the Resident Engineer will notify the Roadway and/or Bridge Construction Engineer(s) and the project will be accepted.
- The Roadway and/or Bridge Construction Engineer(s) will complete the Construction Engineer Inspection Report detailing the final acceptance of the project and accordingly a letter will be provided to the Division and Contractor detailing such.

FINAL INSPECTION
COMMON FINAL PUNCH LIST ITEMS

Asphalt Pavement

- Good ride quality
- Longitudinal joints in correct location (not under wheel path)
- Transverse and longitudinal joint are smooth
- No fuel spills on asphalt and shoulders
- No segregation
- Correct cross slope
- No standing water or water stains
- Valves and manholes adjusted to proper height
- Driveways (tie-in, widths)

Concrete Pavement

- All spalls/cracks repaired
- Joint sealed
- Joint in proper location
- Ride quality acceptable
- Tining performed to specifications requirements
- Correct cross slope
- Acceptable appearance
- Drains adequately

Pavement Marking

- Stop bars/cross walks/ arrows/ symbols per plan or specification
- Thermoplastic/paint workmanship (straight, weeps in thermoplastic, right color, width, excess marking removed, not placed over mud or dirt, proper thickness)
- Retroflectivity of thermoplastic/paint
- Roadway delineators (flexible and roadway)

Signs

- Installed per plan
- Correct orientation
- Cleaned
- Metals Engineer list completed
- Overhead lighting inspection by Division
- Overhead sign anchor bolts/nuts secured

Grading

- No standing water in ditches, yard, etc.
- Slopes graded to correct cross slope (to include median ditches)
- Project properly vegetated or seeded (no weak or bare areas)
- All washes repaired and seeded
- No more than one inch drop-off at edge of pavement (EP)
- Mowing and topdressing has been performed
- Erosion control measures removed unless otherwise directed

Guardrail/Guiderail/Barrier

- Proper installation per Standard Drawings and manufacture installation procedures
- Cross slope per standard drawing
- Clear roadside recovery zone
- No tack on rail end units or barrier
- Workmanship (correct height, bolts on correct side and tight, tension on wire, delineators, good finish on barrier, clean)

Drainage

- Drainage structures cleaned out
- Pipes are flush with inside wall of box/inverts poured
- Pipes sealed properly
- Frames and boxes grouted where weep was left during grading
- Correct type of grate
- Grate does not rock
- Steps installed
- Pipes clean
- Not missing expansion joint material between box and apron, expansion joint sealed
- Aprons are not damaged
- Pipe near subgrade level inspected for crush or cracked sections

Miscellaneous Concrete

- Sidewalk (good finish, joint spacing, no cracks, writing, or footprints)
- Curb and gutter (good finish, joint spacing, no standing water, cracks replaced or sawed and sealed, joints sealed)
- Handicap ramps in correct location , installed correctly

Fence

- No damaged areas
- Tree/ debris removed

Signals

- Inspected by Division Traffic Services
- No stone in bottom of pullboxes
- Signal head clearance
- Improper welding or grounding

Overhead Lighting

- Inspected by Division Traffic Services
- Burn period performed

Borrow/Waste

- Pits reviewed with property owners
- Plan matches actual final condition of pit
- All erosion control measures removed unless otherwise directed
- Pit has been seeded with stand of grass established
- Graded to drain
- All washes repaired and seeded

General

- Rocks and asphalt/concrete chunks removed
- All stockpile areas cleaned and seeded and mulched
- Trash picked up
- Mail boxes adjusted/relocated

Structures

- Asphalt not placed in bridge wing walls
- Evazote Joint Repairs – Inspect joints for spalling, excess glue on evasote seal, splitting of seal at splice, properly installed evasote that is firmly bonded to joint opening, damage to coating on armored angles, weep holes in angle should not have voids, sound the metal angles for voids
- Water test expansion joint seals as required in the project special provisions
- Sound 50% of stay in place metal decking – additional sound if problems are found
- Clean concrete slurry from deck and barrier rail after grooving deck
- Clean tack, oil, dirt, and debris from deck
- Inspect Bearing position in relation to anchor bolts to ensure sufficient space for future movement. Make adjustments as needed.
- Remove concrete slurry from girders
- Repair damaged paint on girders and diaphragms with same paint used by the fabricator
- Painting welds on sole plates
- Painting ends of tie rods (concrete girders) with NCDOT approved bush on zinc rich paint
- Recess and seal expansion joint material between slope protection / end bents / wings
- Recess and properly patch exposed form ties
- Clean aluminum handrail and tighten all bolted connections
- Check bolted endblock connection on aluminum handrail to ensure a bolt that can be removed and reinstalled
- Check guardrail anchor system – patch spalling from drilling operation, tighten nuts, make sure proper number of posts (even field drilling the rail to install end post near at backwall
- Install barrier delineators
- Clean tops of caps and epoxy caps as required by plans – check and repair damaged epoxy as needed
- Properly install pvc pipe, nuts, washers, and burr threads on anchor bolts
- Remove all forming materials from end bent joints
- Remove from fins from bottom of interior bent caps, bottom of overhangs, and other chamfered edges
- Patch overhang jack holes
- Point and patch substructure as needed (deep air bubbles larger than a dime). Make sure final surface finish is uniform – avoid spotty looking patchwork
- Review end bent caps and around perimeter of slope protection for scour holes – fill with flowable fill as needed
- Trim top of permanent casing on drill shaft to elevation of concrete and remove column forming support aids

- Paint deck drain pipes and /or extend them on steel girder bridges
- Recess and seal expansion joint material between cored slabs and end blocks and interior bents
- Install expansion joint material or backer rod in barrier at rail at interior bents and seal

This list is not all inclusive of the items needed for final acceptance and should serve as a list of common items needing attention prior to the Department performing a final inspection.

PRECONSTRUCTION CONFERENCE MINUTES

STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

September 7, 2006

Contract No.:
WBS Element:
County:
Description: (Project Description)

Mr. I. B. Contractor
Anywhere Construction Company
P.O. Box 123
Anytown, North Carolina 21111

SUBJECT: Pre-Construction Conference Minutes

A pre-construction conference was held Thursday, August 31, 2006 for the above referenced project. The following persons were in attendance:

(SAMPLE TYPICAL LIST OF ATTENDEES BY POSITION)

NAME	**COMPANY/AGENCY**
Resident Engineer	NCDOT
Division Construction Engineer	NCDOT
Asst. Resident Engineer	NCDOT
Lead Project Inspector	NCDOT
Project Inspector	NCDOT
Division QA Lab Supervisor	NCDOT
Project Manager	Contractor
Project Engineer	Contractor
Project Superintendent	Contractor
Subcontractor Representative(s)	Subcontractor(s)

General Items:

Progress Schedule: Contractor submitted and discussed his proposed progress schedule. The Contractor is planning to begin work on the project September 13, 2006 on Map 5. The Resident Engineer noted the scheduled completion date of November 14, 2006 compared to the Contract Completion Date of November 15, 2006. The Contractor indicated

	that once crews were mobilized to this project, they would not be pulled from the project to complete work elsewhere. The Contractor noted that he did not see any foreseeable problems in meeting the contract completion date, including the observation period.
Letter Authorizing SA's:	The Contractor indicated that the Project Manager and Project Engineer would have the authority to sign supplemental agreements. He provided a letter to the Resident Engineer indicating these authorities.
Subcontract Requests:	The Contractor's Project Engineer submitted three Requests for Subcontracts. These include W. E. Truckers, ADJ Manholes and Valves, Inc. and EMR Milling Company. The Resident Engineer noted that W. E. Truckers and ADJ Manholes and Valves, Inc. were DBE/MBE/WBE firms. He reminded the Contractor of the Project Special Provisions regarding the use and reporting of DBE/MBE/WBE firms on the project. The Contractor also indicated that an additional Request for Subcontract would be submitted for ABC Pavement Markings, Inc.
Material Suppliers:	The Contractor provided a list of material suppliers for the project, including Rocks Quarry in Hometown. I19.0 will be delivered from Prime Construction's plant in Anytown and S9.5 will be delivered from the Hometown plant. The Resident Engineer reminded the Contractor of the need to have the job mix formulas submitted and approved prior to beginning work. The Contractor noted that the job mix formulas were submitted for approval on August 30, 2006.
Monthly Estimate End Date:	Last day of the month
Density Control:	Nuclear

The Resident Engineer for this project is Mr. I. M. Engineer. All correspondence should be directed to the office as follows:

Mr. I. M. Engineer, PE
Resident Engineer
N. C. Department of Transportation
Division of Highways
111 District Drive
Anytown, North Carolina 27777

Representing the Department as **Project Engineer** will be (ASST. RESIDENT ENGINEER). The **Project Inspector** will be Mr. Bill Gadget.

For the Contractor, the **Project Engineer** will be Mark Contractor. The **Project Superintendent** will be James Smith. The **Traffic Control Coordinator** will be Bud Jones.

Project Schedule/Contractor Schedule:

Date of Availability: September 5, 2006
Completion Date: November 15, 2006

Contractor's Plan of Operation/Start Date:

The Contractor's approximate start date will be September 11, 2006.

The Contractor will begin on Map 5 and work the maps down chronologically.

Contract/Plan Review:

Liquidated Damages for this contract are $500.00 per day.

Liquidated Damages for Intermediate Contract Time Number 1 is $1,000.00 per hour.

The bridge on Map 4 is posted at 33 tons.

There is a 14-day observation period before final acceptance. This period will be considered part of the work required to be completed by the final completion date.

Traffic Services will review and record existing pavement markings and markers prior to resurfacing.

Contact John Stewart at the Hazard County Maintenance Yard to schedule pick-up of the signs that are Department furnished. "Unmarked Pavement" Signs need to be removed after striping.

Striping the edge lines and symbols will have to be done within 30 calendar days after they have been obliterated by the resurfacing operation. The centerline must be placed within 3 days after being obliterated.

General Comments:

Prime Construction will use a nearby farm site for borrow material to be used in shoulder construction. They will submit a borrow/waste reclamation plan to the Resident Engineer's Office for review and approval.

I19.0 will be delivered from Prime Construction's plant in Anytown and S9.5 will be delivered from the Hometown plant.

Incidental milling will be required on Map 3.

Skip 500' from the beginning of Map 3 and in front of the fire station.

Contractor will only need to mill halfway into the radius on NC 77.

The Resident Engineer's office will provide more direction on a transition rate to tie down with bridge on Map 4. It was later determined that a full depth pavement structure will be needed on either side of the bridge, for which the Department will provide further direction to the Contractor.

Prime Construction will provide a leveling price to be used as needed and to level the widening which Hazard County Maintenance has already completed.

Some patching will probably still be required. The Department will mark this.

The Contractor will need to safe up the shoulders if the drop off is more than 2".

The Assistant Resident Engineer will check with the Department's Roadside Environmental Section about spraying the encroaching grass along the shoulders.

These minutes are prepared as they are documented. Any discrepancies with the content of these minutes should be submitted in writing to this office. Failure to do so will be an indication of agreement.

Sincerely,

I. M. Resident, P. E.
Resident Engineer

IME

cc: Division Engineer
Meeting Attendees
File

MONTHLY CONSTRUCTION CONFERENCE

The Resident Engineer should schedule regular construction meetings throughout the course of the project. The frequency of this meeting should be determined by the Resident Engineer and the Division Construction Engineer, but should not exceed 30 days.

RECOMMENDED TOPICS FOR MONTHLY CONSTRUCITON CONFERENCE

The purpose of these meetings is to discuss and resolve any problems that may arise relating to the construction of the project. These may include:

1. Progress of the work
2. Contractor's plan of operation
3. Coordination of stakeout and inspection with the Contract's plan of operation
4. Coordination of Subcontractor's work
5. Utility adjustments (by others)
6. EO Compliance – (June/July Monthly Construction Conferences) Submission of Annual EO Compliance review (FHWA Form 1391)
7. Plan revisions
    - New revisions
    - Status of previously identified revisions with anticipated resolution dates
8. Property Owner Issues
    - Ingress/egress of adjacent property owners
    - Specific concerns of property owners
    - Delays of Entry
    - Noise Issues
9. Maintenance of the project
    - Maintenance of traffic/traffic control issues (Review of Maintenance of Traffic report(s) and any traffic accidents that may have occurred)
    - Installation and maintenance of erosion and sedimentation control devices (Review of Erosion Control Report by inspection staff and/or by Roadside Environmental staff)
10. Outstanding Items
    - Submittals
    - Claims
    - Supplemental Agreements
    - Request for Information
11. New Issues
12. Action Items

On those projects involving multiple construction contracts, these meetings should be used to resolve differences among the Contractors, coordinate their work, and review their progress as it relates to the construction schedule (see Article 105-7 of the Standard Specifications.)

Attendees at these conferences should include the Resident Engineer and the project superintendent and /or Project Engineer and any necessary subcontractors. It may also include the Division Engineer, Division Construction Engineer, representatives from

the Construction, Materials and Tests, Roadside Environmental and Right of Way Units, and representatives of outside agencies such as utility companies, permitting agencies and municipalities, depending upon the nature of the business to be conducted.

The Resident Engineer should notify the Contractor and other interested parties in writing of the date, time, and place of the meetings. In the notifications, those individuals other than the project superintendent who should attend should be specified. **The Resident Engineer should submit minutes of the meeting within 7 to 10 days** to the Contractor with copies to the Division Engineer, Bridge/Roadway Construction Engineers and meeting attendees and all other interested parties. Those receiving the minutes should be requested to promptly notify the Resident Engineer when they believe the minutes do not accurately reflect discussions at the meeting.

MONTHLY CONSTRUCTION MEETING MINUTES

STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

December 22, 2006

Contract No.:
WBS Element:
F.A. No.:
County:

Description: (Project Description)

Mr. I. B. Contractor
Prime Contracting, Incorporated
1234 W. Here Street
Anytown, North Carolina 27555

SUBJECT: Monthly Construction Meeting

Dear Mr. Contractor:

The Monthly Construction Meeting for the above project was held on December 20, 2006. Representing the Contractor were Messrs., Project Manager, Project Engineer and Project Superintendent with XYZ Contracting Company. Representing the Department of Transportation were Messrs., Resident Engineer, Assistant Resident Engineer and Project Inspector.

The following items were discussed:

1. **Project percentages are 65.86% actual and 72.00% according to the Progress Schedule.**

2. **Traffic Control Devices: Maintenance**

- All traffic control devices on the project need to be maintained, replaced and realigned as needed. All cones need reflective collars.
- Rocky Creek Road - Resident Engineer would like the Contractor to clean up. Project Manager said they have looked at this issue and are working on this area.
- Arrows at Skating Rink on Lake Street need to be removed when the pavement marking crew mobilizes to the project.
- Median "Keep Right" signs – Hole in concrete median needs to be 1' in diameter and down to existing asphalt.
- VMS Sign – South of Rogers Road on NC 222 – Contractor repaired.
- Maintain "Rough Road" signs.
- "Bump" sign needs to be placed on Grove Street at the cross line patch north of Emory Park until this area is repaired.

Stationary work zone signs. Clean as needed.

3. Erosion Control

- The Contractor should not disturb areas until ready to complete work in the area.
- Contractor needs to remove and utilize material where needed on the project and not stockpile.
- Contractor needs to provide positive drainage throughout entire project. Clean out proposed boxes and pipes.
- A project review is scheduled for January 3, 2007 at 9:00 a.m. at stream relocation.
- Drop offs at edge of pavement need to be monitored and back filled if needed.
- Slopes need to be completed and permanently seeded as they are constructed.
- Complete erosion control list – Repeat items on 11-21-06 list which the Contractor has not completed. If need more crews, Contractor needs to call them in. Erosion Control list for 12/19/06 has repeat items from 12/05/06 (2 items) and 12/12/06 (6 items) which need to be completed immediately.

4. Utility Delays: as stated in contract and pre-construction meeting.

- Contractor needs to tie-in fiber optic to the fire department signal located between Tinsdale Drive and Access F.
- Skyhigh Energy Building – 2" water line was buried.
- Sewer service tie-in at the Southwest corner of Magnolia Street and Ashton Ave.: The Contractor has submitted a proposal to install. The plan location was in conflict with the mast arm foundation. – Letter was received from John Brown identifying this issue. Resident Engineer stated he had looked at Contract and this will be extra work. Resident Engineer stated he would like to begin work at 7:00 p.m. on a Friday due to having outside lane closed to perform this work. Resident Engineer contacted Jane Doe with the County and they would contract this type of work out so the Contractor needs to do this work as part of the Contract. John Brown asked Project Manager to contact Tom Jones to provide a price for this work. Resident Engineer would like to use contract prices as much as possible. Resident Engineer asked for a break down of prices when submitted to help with review and provide a quicker turn around for negotiating a price for the extra work. –
  (Note: Supplemental Agreement sent to Contractor 12/18/06 – Needs to be signed before beginning work.)
- City of Mayberry stated Contractor needs to be aware of valve boxes and repair immediately if hit.
- Valve boxes at Texaco driveway need to be uncovered in northern driveway and raised if needed.
- Martin Farm Road – Rt. – Pit on side of road. Project Inspector will call Max Bloom with Ring North to find out what is happening. (Project Inspector contacted Ring North – pit was covered up.)

5. Contract surveying is in this contract. Everyone needs to be aware of the control points and make every effort to protect them.

6. Other:

- Type 2 cabinet foundations will be paid for at these intersections: Logan St. and Crabtree Dr., Markson Rd. and Powell St., and Grove St. and Magnolia Ave.
- Contractor will pour extensions on the existing cabinet foundations to provide precast units to Traffic Services – Signal Unit. Well on S.E. corner of Fairley and Lake Streets. Per email dated 11/29/06 from the Resident Engineer to the Project Manager, the Department needs a price from the Contractor for sealing abandoned wells per Section 205 of the 2002 Standard Specifications. A 30-day burn in time for signals needs to be complete before final acceptance of project. Market shopping center - Access F loops were cut while laying storm drain, need to patch full depth and install loops in final location – Contractor stated storm drain is complete at this location – Loops will be installed ASAP.
- Contractor expressed concerns about the rideability of the new pavement, placed by others, in front of the new Mayberry Community Center.
- Westside traffic shift – Mayberry marketing director would like to have Statue Drive open before the Christmas shopping begins. The Contractor indicated that traffic will not be shifted by this time.

- Walden Point – Lucas Court – Wall – The Contractor has mentioned their concerns regarding the stability of the wall and foundation due to poor soil conditions and possible problems resulting from the installation of the asphalt pavement for the bike path. The NCDOT has agreed that there will be some flexibility in the compaction requirements and/or equipment requirements, if problems develop during the placement of the asphalt pavement for the bike path.
- Contractor has sent a letter of concern about profile grades for the project, NCDOT responded by letter on November 3, 2006. Contractor sent reply dated November 15, 2006. NCDOT will send response next week. Attendees discussed correcting this issue with incident milling, wedging, leveling, etc. NCDOT responded by letter sent December 21, 2006.
- Thomas Payne – 7001 Lucas Court – Cell phone: 222-333-4444 – 09/22/06 between 8:00 a.m. and 2:55 p.m. – A plate from Turkey was found broken on the floor upon returning home. Contractor needs to contact this property owner and resolve this issue. Three months have passed and no one from the Contractor has contacted Mr. Payne. The Contractor needs to resolve this issue and submit any copies of correspondence to Mr. Payne to NCDOT. Contractor has resolved and sent letter to Mr. Payne. Contractor gave resolution letter to the Department at this meeting.
- Waste Pit – Monitor and clean road as needed, maintain construction entrance, will look at on project review.
- Final layer of surface course – The Contractor will need to run a straight edge. The Rideability specification is in this contract. Jack Black will be in charge of the paving operation and will be the contact person.
- All areas being fine graded in preparation for paving need to have ditches cut to grade and areas draining before paving is allowed.
- Johnson St. at Forum St. – Final layer of surface course has been placed and water is ponding, not draining to Str. #184. An email was sent September 29, 2006 to the Project Manager from the Resident Engineer. The Contractor will need to solve this problem before final acceptance of the project.
- Curb and Gutter on Forum St. end of project - Several areas in gutter are high and holding water. The Contractor needs to correct problem before final acceptance.
- All materials need to stay on the right of way. Stored materials and equipment need to be 40' off edge of travel way.
- The Contractor needs to submit invoices and certifications for all materials used on project to the project inspectors.
- Pedestrian Pedestals at the intersection of Lucas Ct. and Forum St. may not be needed. Instead, the pedestrian heads may be mounted on the signal poles.
- Contractor needs to look at pipes that are abandoned and fill with flowable fill or remove them.
- Contractor will be off the week of Christmas. His operations on the project will resume January 2, 2007. Someone will be monitoring project during this time.
- Anvil Farm Road will be overlaid with 40 mm of S9.5C mix at a rate of 96 kg/m^2 from Station 11+16.527 (end of typical section no. 6) to Station 13+40.Density issues from last month - Department has reassigned another density inspector to project and discussed communication issues between grading crew and density inspector on site. There are still some problems but should be able to work out problems in the field. (Held meeting on site on November 27, 2006, to discuss communication and procedures for densities.) No problems for the month of December have been noted.
- The Contractor's letter dated December 12, 2006 expressed concerns about exposed ends of grassed islands – 450 mm curb and gutter. NCDOT has reviewed this issue and discussed it in this meeting. Further discussions between the Contractor and NCDOT will occur in the field.

The Contractor's Schedule for the next thirty (30) days is as follows:

Needs from NCDOT
- The Contractor indicated that he did not need anything from NCDOT at this time.

Contractor's Planned Work
- XYZ Contracting Company - Paving, Fine grading and curb and gutter

Subcontractor's Planned Work
- ESP – Surveying
- ABC Construction, Inc. – drainage, water and sewer, headwalls, sluice gates, remove or fill abandoned pipes.
- Best Traffic Control – traffic signals
- Green Earth Associates, Inc. – seeding, mulching, silt fence and reforestation.
- Prime Construction and Grading – Grading Right of –L- from Jonesdale Road to Howell Creek Road and to Left of –L- Cobb property to Straight Road.
- Sawz, Inc. – Sawcut Loops
- Johnson – Pavement Marking
- SP Milling Co. – Milling

Action Items
- Project Inspector Cain will contact Ring North Telephone Company by end of business December 20, 2006 to find out the status of the pit on right of Martin Farm Road.
- Superintendent Buggs will contact Mr. Payne by December 23, 2006 regarding property damage.
- Project Engineer Willet will submit outstanding invoices and certifications for material used on the project to Project Inspector Cain by January 15, 2007.

This concluded the meeting. These minutes are completed as noted. Any discrepancies to the content of the minutes should be provided in writing to the Resident Engineer. If no discrepancies are noted, this will indicate concurrence with the minutes as noted.

Sincerely,

I. M. Resident, P. E.
Resident Engineer

IME

cc: Division Engineer
Roadway/Bridge Construction Engineer
Assistant Resident Engineer
Lead Project Inspector
File

INSPECTOR'S DAILY REPORT

This report should be used to give a daily detailed account of all activities occurring during the life of the project. A minimum of one report should be completed for each day, beginning with the date work begins and carried to the date that the project is completed and accepted, whether or not work is performed on the project. Additional reports should be used as necessary to report the various operations that are performed on the project, such as night operations and/or multiple shift work. The construction technician acting as the Lead Project Inspector and each technician inspecting a specific Contractor operation should fill out and turn in a daily report.

These original reports should be included as part of the Project Diary. For this reason, the information should be legible and written either with ink or lead pencil, hard enough to prevent smearing, but dark enough to be legible without difficulty reading. Care should be made to provide a report that is neat, orderly, and that gives a complete account of the daily activities. Other information needed to complete the report should include, but is not limited to the following:

Construction Technician Inspectors:

A. Date, weather, hours worked, forces, and equipment.
B. Detailed description of operation.
C. Instructions to Contractor or Subcontractor.
D. Instructions from Resident Engineer or other NCDOT personnel.
E. Requests from Contractor and responses.
F. Detailed information concerning delays encountered.
G. Errors noted and changes needed or made.
H. Work available but not being pursued.
I. Contact with property owners.
J. Contact with utility companies.
K. Samples taken.
L. Checks made such as depth, width, correctness of cut/fill slopes, etc.
M. General comments on operations inspected.
N. Visitors and their comments.

The preceding items are given as a guide for the type of information needed and is not intended to limit information placed in the reports. Each person writing a report must use his/her judgment to determine what is adequate to provide a factual record of the daily activities.

The following information should be used to complete each item on the Inspector's Daily Report:

1. **Contract Number:** This is the number assigned to the project for construction purposes.
2. **T.I.P. Number or WBS Number:** This is the number assigned to the project if the project is included in the Transportation Improvement Program. This should be the first or primary number on multi-numbered projects. If a T.I.P. number is not assigned to the project, list the WBS Number.

3. **Inspector:** This is the name of the Construction Technician who inspected the contractor's operation and is completing the Inspector's Daily Report.
4. **Day:** The day of the week should be shown in this space.
5. **Date:** The date for which the Inspector's Daily Report is written should be shown in this space. If it is a holiday, the name of the holiday should also be listed.
6. **Temperature:** The high and low temperatures for the 24-hour period for that day. These may be obtained from the weather station, local paper or measured on the project.
7. **AM and PM Conditions:** A brief description of the weather conditions for that day, such as rain, cloudy, stormy, clear, etc. This should be for specific operations. This can be different for the morning and afternoon of that day and for various locations of operations.
8. **Item(s) of Work:** List the item(s) of work that is affected by the weather on this date. The item of work is defined as an item of work, as determined by the Engineer, if delayed would delay the completion of the project.
    - **8a-d. Effect of delay:** The amount of time during the day the item(s) of work was delayed as a result of the weather.
    - **8e: Remarks:** Provide more detail regarding the weather delay such as "20 minute rain shower" or "Rain began at 3:30 p.m."
9. **Accident:** Indicate if an accident occurred within the project limits and what work, if any, was being performed.
10. **Accident Report:** Provide the date of an accident report that is completed by a law enforcement officer.
11. **Visitors:** The name, title, and organization represented should be documented, if known, for any person visiting the project. **This should not include the Resident or Project Engineers.** This would include members of the Division staff, Construction Unit, Materials and Tests representatives, Design Engineers, Federal Highway Administration representatives, city representatives, Design Engineers, Contractor's office representatives, and supplier's representatives.
12. **Engineering Staff:** This section should be used to record all NCDOT engineering field personnel on the project who are normally staffed to the Resident Engineer's office. This would include the Resident and/or Assistant Resident Engineer who are on the project that day. Other NCDOT personnel who are not staffed to the Resident Engineer's office, such as Materials & Tests Unit, Construction Unit, or Division personnel, should be shown in the area labeled **Visitors**.
13. **Contractor's Name:** List the name of the Prime Contractor.
14. **Contractor's Personnel:** Write the number of personnel the contractor has on the project for each appropriate position type.
15. **Hours:** Write the number of hours each type of personnel was on the project.
16. **Subcontractor/Utility:** List the names any subcontractor or utility contractor that is performing work on the project this date. Multiple Inspector's Daily Reports may be needed to document the work performed for each subcontractor or utility contractor.
17. **Contractor/Subcontractor Number:** Write the number that corresponds with the name of the contractor/subcontractor listed in Section 13 or Section 16 whose equipment you are listing.

18. **Contractor's Equipment on Project:** The number and types of equipment on the project should be documented daily. It should be noted whether the equipment is operating. As an alternate method to listing each piece of equipment in detail each day, a reference listing may be established in the front of each Project Diary with a number assigned to each piece of equipment and its detailed description. This reference number can then be entered in the daily entry in lieu of repeating the detailed description each day.
19. **Number of Pieces:** This represents the number of pieces of each type of equipment the contractor has on the project. This number should include equipment that is in use and not in use on this date.
20. **Number Used:** This represents the number of pieces of each type of equipment the contractor is using on this date.
21. **Total Hours Used:** The number of hours each piece of equipment is used during the day.
22. **Details of Daily Operations:** The description of work should be documented giving a clear and concise account of each operation that was performed on the project on a given day. A detailed description of each construction operation should consist of the Contractor's personnel involved, equipment used, hours worked (time work began to time work ended), location of the work, and the work performed. If the daily report includes more than one operation, the time, labor, and equipment for each respective operation should be shown separately. Documentation of project meetings, such as Monthly Construction Meetings, Pre-pour, and Pre-drill meetings, should be included in this section. (See **Tips for Writing Inspector's Daily Report** at the end of this section).
    - Materials received on the project to be used in an operation should not be documented here unless there is something unusual about them, such as rush delivery, certification, etc. An example of material received that should be documented would be grates and frames that were not pretested prior to delivery and would delay the Contractor's operation until testing could be performed. The construction technician inspecting should document anything here that is unusual to the operation being inspected.
    - The status of a particular operation at the end of each day should be noted. If the Contractor was fine grading and completed a section, this should be noted in the Details of Daily Operations. This section of the report is the most important. It should present a clear, concise picture of what actually transpired on the project on a given day to anyone reviewing the diary several years in the future.
23. **Inspection Details (Items Checked/Results/Corrective Actions):** This section documents actions taken to ensure the construction is in compliance with the project plans and specifications and with instructions from the Resident Engineer or other NCDOT personnel. This section should also be used to document any instruction given to the Contractor or comments from the Resident Engineer or other NCDOT personnel. If any tests or checks have been performed by NCDOT personnel, the test or check performed and the results should be included as part of inspection of daily operations. List specific or ranges of values for tests or checks performed where the results are passing or are in accordance with the specifications. (This is not intended to be a repetition of all tests documented elsewhere. You can reference books or

other documents where the results of tests and checks are documented such as concrete batch tickets, field books, asphalt tickets, etc.). If the test had a failing result or if the check of the work was not acceptable in accordance with the specifications, any comment or recommendation given by the NCDOT personnel regarding the failure should be noted.

24. **Traffic Control:** This section should detail the review of traffic control regarding the project or operation. It should document any instruction given to the contractor or comments from the Resident Engineer or other NCDOT personnel. It should also note any changes in the traffic pattern and indicate the phase of construction as it pertains to the Traffic Control Plans. This section should also document if the traffic control is installed in compliance with project documents. Note the beginning and ending of any contract Intermediate Contract Times.
25. **Personal Risk and Hazard Assessment:** As part of the Construction Technician's daily routine it is critical to evaluate potential personal safety related risks for each task and make sure certain controls are in place to minimize these risks. This section is intended to provide documentation of this Operational Risk Management (ORM) process. This section is not intended for ORM documentation for the contractor's employees but only ORM documentation related to the risks of the inspection employee(s). The inspector should list potential risks, review the ORM controls listed and indicate all applicable controls for the operation(s) being performed that day.
26. **Other Controls/Reassessment:** If there are other controls that should be included for the operation(s) performed that day but were not listed, list those here. Reassess operation(s) throughout the day and indicate changes needed from the initial assessment of the risks involved with the day's operation(s).
27. **Inspector's Signature:** Signature of the Construction Technician who inspected the work performed by the contractor and completed the Inspector's Daily Report.

Do not hesitate to use several pages for a single day's entry if necessary. Remember, the personnel actually involved in the project construction are the only ones who can present a true and accurate picture of the project and others who must use the diary at subsequent times depend upon field personnel for this documentation.

Entries should be made on the day of the final inspection indicating those who are present, remaining work to be performed, etc. Subsequent entries should be made when final inspection recommendations are being performed as well as an entry documenting when all recommendations have been completed.

Construction Technician Party Chief

This report should be used to give a detailed account of all activities occurring during the life of the project. A report should be completed to document the surveying performed on a project or to document events that have occurred regarding surveying (i.e. contact with property owners, Contractor requests, plan changes). The construction technician acting as the Party Chief should complete a report as needed for each project and daily submit the report(s) to the respective Lead Project Inspector(s).

These original reports should be included as part of the Project Diary. Information needed to complete the report should include but is not limited to the following.

Construction Technician Party Chief:

A. Date, weather, hours, and personnel.
B. Give details of work performed by location and station number.
C. Contractor's request for stakes: It should be noted as to whom requested stakes and at what time the request was made. It is good practice to request that the Contractor and Subcontractor's personnel channel all requests for staking through the superintendent.
D. Action taken on request for stakes: If the Contractor was told that it would be at least one day before the requested stakes could be set, this should be documented along with the reasons why.
E. Any replacement stakes required should be noted along with an accurate record of time, labor, equipment and materials spent on this work. This should include lost time in remobilization, travel, etc.
F. Any instructions given to the Contractor concerning stakes. If cut sheets or any other written information is given to the Contractor, a copy should be kept by the Party Chief.
G. Any instructions from NCDOT personnel.
H. Any contact with property owners.
I. Any delays in staking encountered: If the Contractor requests a bridge site be staked and upon arriving at the site it is discovered that the area is not sufficiently cleared, graded, etc., this should be documented along with the fact that the Contractor was informed of reasons the site could not be staked. The date the site is available for stakes should be subsequently noted.
J. Any comments that would be pertinent to the project status should be recorded.

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North Carolina Department of Transportation
INSPECTOR'S DAILY REPORT

Construction
Revised 7/2014

Contract No.: (1)	T.I.P. Number: (2)	Inpsector: (3)	Day: (4)	Date: (5)

High Temp: (6)	AM Conditions: (7)	PM Conditions: (7)
Low Temp: (6)		

Effects of Weather on Items of Work

Items of Work	No Effect All Day	Effected Less Than 50% of Work Day	Effected More Than 50% of Work Day	No Work All Day	Remarks
(8)	(8a)☐	(8b)☐	(8c)☐	(8d)☐	(8e)

(9) Accidents (Check One):	No ☐ Yes	See Accident Report Dated:	(10)

Vistors: (11)	Engineering Staff: (12)

Contractor(s) and Personnel

No.	Name	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs
1.	Prime (13)	Supt	(14)	(15)	Foreman	(14)	(15)	Operators	(14)	(15)	Laborers	(14)	(15)
2.	Sub/Utility (16)	Supt			Foreman			Operators			Laborers		
3.	Sub/Utility	Supt			Foreman			Operators			Laborers		

Contractor(s) Equipment (Active or Idle)

Contr/ Sub No.	Description	Number of Pieces	Number Used	Total Hours Used
(17)	(18)	(19)	(20)	(21)

DOT NUM 16100985

Details of Daily Operations (22)

Inspection Details (Items Checked/Results/Corrective Actions) (23)

Traffic Control Review (24)

Personal Risk & Hazard Assessment (Inspection Staff Only) (25)

Operational Risk Management Controls

(Check all that apply or indicate"N/A" for Not Applicable)

Hard Hat		Ear Protection		Fall Protection	
Safety Vest		Eye Protection		Trenching / Shoring	
Steel Toed Shoes		Safe Parking		Confined Space	
Lifting / Back Safety		Backup Alarm / Spotter		Crane Swing Area	

Other/Reassessment (26)

(27)

Inspector's Signature

Example 1

INSPECTOR'S DAILY REPORT EXAMPLES

North Carolina Department of Transportation
INSPECTOR'S DAILY REPORT

Construction
03/07

Contract No.:	T.I.P. Number:	Inspector:	Day:	Date:
C222121	U-1234	I. M. Gadget	Thursday	10/16/2003

High Temp:	AM Conditions:	PM Conditions:
68		
Low Temp: 49	Cloudy	Mostly Sunny

Affects of Weather on Items of Work

Items of Work	No Affect All Day	Affected Less Than 50% of Work Day	Affected More Than 50% of Work Day	No Work All Day	Remarks
Deck Pour	☑	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	

Accidents (Check One): ☑ No ☐ Yes See Accident Report Dated:

Visitors:	Engineering Staff:
A. B. Engineer, M. T. Concrete-Technician	I.M. Resident, I.M. Assistant, J. Roberts, S. Wilson, J. Baker, A.Greene, P.Childs

Contractor(s) and Personnel

No.	Name	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs
1.	Prime	Supt			Foreman			Operators			Laborers		
2.	Sub/Utility Bridge Builders	Supt	2	8	Foreman	1	8	Operators	2	8	Laborers	20	8
3.	Sub/Utility	Supt			Foreman			Operators			Laborers		

Contractor(s) Equipment (Active or Idle)

Contr/ Sub No.	Description	Number of Pieces	Number Used	Total Hours Used
2	Link-Belt HSP-8022 Cranes	2	1	6
2	Work Bridges	2	2	10.5
2	Bidwell Screed	1	1	5
2	trailer	1		
2	Case 590 backhoe	1	1	7
2	pick-up trucks	6	6	10.5
2	Olin 5410-140/130 concrete pump	1	1	5

Details of Daily Operations Bridge Builders - Deck Pour Station 125+56 -L-

Bridge crew arrived at 5:30am to prepare for deck pour. Burlap was placed in tubs of water for later use in curing. Final cleaning of the deck forms was completed. Began soaking the tops of the Prestressed Concrete girders. The pump truck arrived and set up at 7:00am.

The first load of concrete arrived at 8:30am, and the pour began at 8:30am. 178.9 cubic yards of Class AA concrete was placed between 8:30am and 1:00pm. During the pour, a fogger was used to help control the moisture loss. Burlap was placed on the finished concrete 20 feet behind the screeding operation. Upon completion of the pour, soaker hoses were placed on the high side of the deck and white plastic was placed over the burlap. A water truck was filled, and the soaker hoses were attached and operating.

Inspection Details (Items Checked/Results/Corrective Actions) The plans require flyash to be included in the deck mix. A Class AA flyash mix was used. Batch tickets were in accordance with the approved mix design. 20 loads of concrete were used. The air content of first load was tested and found to be out of specification (3.5% air). Air was added on site by the concrete suppliers QC manager. Air retested, 7% air and was allowed to be placed. Air and slump tests for remaining loads were acceptable (see batch tickets). During the pour, depth and cover checks were made with a wire probe at 10th point locations. Cover was over 2.5" at all locations. Depth readings ranged from 8.5" to 9". See workbook for recorded readings. When the Contractor finished the first 10 feet of deck, it was noted that the deck surface contained ridges, which was reviewed w/ Supt. Lowe. We determined that adjustments were needed to the pan drag. Adjustments were made and area was refinished with acceptable surface texture.

Traffic Control Review The traffic control for this project included an offsite detour. All barricades and signs were in proper condition.

Personal Risk & Hazards Assessment (Inspection Staff Only) Deck pour today. Concrete trucks will be backing into the worksite due to limited work area conditions. Uneven, wet surfaces could create potential for falling. Concrete tests will require lifting concrete samples.

Operational Risk Management Controls

(Check all that apply or indicate"N/A" for Not Applicable)

Hard Hat	X	Ear Protection	X	Fall Protection	X
Safety Vest	X	Eye Protection	X	Trenching / Shoring	NA
Steel Toed Shoes	X	Safe Parking	X	Confined Space	NA
Lifting / Back Safety	X	Backup Alarm / Spotter	X	Crane Swing Area	X

Other Controls / Reassessment Concrete testing location set-up away from the Contractor's pumping operation for safer work area. Plywood utilitzed to create a walkway across the rebar for transporting the the concrete for testing.

I. M. Gadget

Inspector's Signature

Example 2

North Carolina Department of Transportation
INSPECTOR'S DAILY REPORT

Construction
03/07

Contract No.:	T.I.P. Number:	Inspector:	Day:	Date:
C258258	B-2222	I.M. Gadget	Monday	9/16/2002

High Temp:	84	AM Conditions:	PM Conditions:
Low Temp:	70	Partly sunny, scattered showers	Mostly sunny

Affects of Weather on Items of Work

Items of Work	No Affect All Day	Affected Less Than 50% of Work Day	Affected More Than 50% of Work Day	No Work All Day	Remarks
Drilled piers	☑	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	

Accidents (Check One): ☑ No ☐ Yes See Accident Report Dated:

Visitors:	Engineering Staff:

Contractor(s) and Personnel

No.	Name	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs
1.	Prime Prime Contracting, Inc.	Supt	1	8	Foreman			Operators			Laborers		
2.	Sub/Utility Sanders Drilling Company	Supt	1	10.5	Foreman	1	10.5	Operators	2	10.5	Laborers	2	10.5
3.	Sub/Utility	Supt			Foreman			Operators			Laborers		

Contractor(s) Equipment (Active or Idle)

Contr/ Sub No.	Description	Number of Pieces	Number Used	Total Hours Used
1	Koehring 665 crane	1	1	4
2	Pick-up truck	2	1	10.5
2	Hughes LDH drill rig	1	1	4
2	air compressor	3	3	4
2	tool trailer	1	1	4
2	air lift	1	1	3
2	Olin 5410-140/130 concrete pump	1	1	3
2	various drilling attachments			

Details of Daily Operations Sanders Drilling Co. - Drilled Piers

The Contractor continued work on Shaft No. 1 at Bent 2. Five feet of "In Soil" excavation and 4 feet of "Not in Soil" were completed. Upon reaching the plan TIP elevation, the shaft was cleaned with a mud bucket and an air lift. The water inflow rate was measured, and it was determined that the concrete placement must be made as a "wet pour". The Contractor waited two hours for the water to reach static elevation and for the pump truck to arrive on site. The shaft was re-cleaned, reinforcing steel was placed and 11.6 cubic yards of Class AA Drilled Pier concrete was placed. Water from the shaft was pumped into a silt bag. The temporary casing was removed.

Inspection Details (Items Checked/Results/Corrective Actions) When Supt. Greenlee advised that rock was encountered, the penetration rate was checked using a rock auger and recorded at 1 inch in 5 minutes. A core barrel was used to remove the bottom 4 feet of the shaft. Drilling in this area remained consistent and was paid for as "Not in Soil". The water inflow rate was 12 inches in 30 minutes, which required a wet pour. Due to the presence of water, the drilled test hole required in the bottom of the shaft was waived. This was anticipated and previously approved by the Bridge Const. Eng. at the pre-drilled mtg. Bottom cleanliness was inspected w/ a steel probe rod, no soft areas were encountered. Four inch spacer wheels were attached every 5 feet to the rebar cage to provide proper clearance. Plastic boots were provided to keep the steel off the bottom. Wet Pour - verified the pump pipe remained embedded in the concrete at least 10 feet. A foam ball was used in the end of the pump pipe to avoid contamination of the concrete when inserting the pipe. The concrete mix was verified in accordance w/ the pre-approved mix design. The concrete was delivered in 2 loads. Slump and air tests were acceptable, cylinders made for each load

Traffic Control Review The traffic is detoured offsite. A review of all the barricades and signs were made, and the barricades and signs were in proper condition.

Personal Risk & Hazards Assessment (Inspection Staff Only) Working near crane - stay out of swing area, swing area should be blocked for protection. Limited work space, watch for moving equipment.

Operational Risk Management Controls

(Check all that apply or indicate"N/A" for Not Applicable)

Hard Hat	X	Ear Protection	NA	Fall Protection	X
Safety Vest	X	Eye Protection	X	Trenching / Shoring	NA
Steel Toed Shoes	X	Safe Parking	X	Confined Space	X
Lifting / Back Safety	X	Backup Alarm / Spotter	X	Crane Swing Area	X

Other Controls / Reassessment Inspector's vehicle parked safely away from the Contractor's operations. Crane swing area properly protected and maintained throughout the workday. Contractor's pour extended into the evening hours. Two light plants were set-up to provide sufficient lighting to complete the pour.

I. M. Gadget

Inspector's Signature

Example 3

North Carolina Department of Transportation
INSPECTOR'S DAILY REPORT

Construction
03/07

Contract No.:	T.I.P. Number:	Inspector:	Day:	Date:
C123123	R-1111	I.M. Gadget	Wednesday	7/31/2002

High Temp:	AM Conditions:	PM Conditions:
90	Sunny	Partly cloudy
Low Temp: 71		

Affects of Weather on Items of Work

Items of Work	No Affect All Day	Affected Less Than 50% of Work Day	Affected More Than 50% of Work Day	No Work All Day	Remarks
Fine grading Sta. 10+20 to Sta. 11+50 -Y5-	☑	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	

Accidents (Check One): ☑ No ☐ Yes See Accident Report Dated:

Visitors:	Engineering Staff:

Contractor(s) and Personnel

No.	Name	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs
1.	Prime Show Off ,Inc.	Supt			Foreman	1	10	Operators	5	10	Laborers	7	10
2.	Sub/Utility	Supt			Foreman			Operators			Laborers		
3.	Sub/Utility	Supt			Foreman			Operators			Laborers		

Contractor(s) Equipment (Active or Idle)

Contr/ Sub No.	Description	Number of Pieces	Number Used	Total Hours Used
1	Pick-up truck	1	1	10
1	Mitsubusi MG300 grader	2	2	10
1	Bomag Vibratory Roller	1	1	10
1	Caterpillar 428 backhoe	1	1	10
1	Caterpillar Sheepfoot Roller	1		
1	Caterpillar D-6 Dozer	1	1	10
1	8 ton dump truck	2	2	7

Details of Daily Operations Show Off, Inc. - Fine Grading

The Contractor graded around the catch basins at structure numbers 11, 12, 13, 14, and 15. He also graded and compacted with a tamp the radius sections at Unity and Blair Streets and a section at Station 16+25 left and right of the -L- line. The Contractor completed fine grading sections of the proposed roadway from Station 10+20 to Station 11+50 on -Y5- and from Station 16+20 to Station 15+30 -L-.

Paving operations are scheduled to begin tomorrow.

Inspection Details (Items Checked/Results/Corrective Actions) The subgrades were checked and recorded into the field book. The grades were within the 0.1 foot tolerance. A subgrade density was performed and the density results met the 100% compaction requirement. The catch basins were inspected after grading operations and no damage to the basins was noted.

Traffic Control Review The lane closure at Unity and Blair Streets was reviewed. The cone spacing, buffer, and taper length were in accordance with the roadway standard drawing. The Contractor was advised to increase the spacing of the advanced warning signs to 350 feet. The traffic control was reviewed approximately 30 minutes later, and the sign spacing was in accordance to the roadway standard. Flaggers were present.

Personal Risk & Hazards Assessment (Inspection Staff Only) Contractor fine grading today in limited work area. Inspection staff needs to watch for moving / backing equipment and park vehicle outside of the area being graded.

Operational Risk Management Controls

(Check all that apply or indicate"N/A" for Not Applicable)

Hard Hat	NA	Ear Protection	NA	Fall Protection	NA
Safety Vest	X	Eye Protection	NA	Trenching / Shoring	NA
Steel Toed Shoes	X	Safe Parking	X	Confined Space	NA
Lifting / Back Safety	NA	Backup Alarm / Spotter	X	Crane Swing Area	NA

Other Controls / Reassessment Fine grading operation moved to -Y5- in the afternoon. Inspector's vehicle parked safely away from operation. Equipment back-up alarms were checked and continue to be working properly.

I. M. Gadget

Inspector's Signature

Example 4

North Carolina Department of Transportation
INSPECTOR'S DAILY REPORT

Construction
03/07

Contract No.:	T.I.P. Number:	Inspector:	Day:	Date:
C277111		I. M. Gadget	Monday	4/24/2006

High Temp:	82	AM Conditions:	PM Conditions:
Low Temp:	57	Variable cloudy	Variable cloudy

Affects of Weather on Items of Work

Items of Work	No Affect All Day	Affected Less Than 50% of Work Day	Affected More Than 50% of Work Day	No Work All Day	Remarks
Paving	☑	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	

Accidents (Check One): ☐ No ☑ Yes See Accident Report Dated: 4/24/2006

Visitors:	Engineering Staff:
	F. Sheldon, W. Lewis, Q. Willet

Contractor(s) and Personnel

No.	Name	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs
1.	Prime **First Rate Paving**	Supt	1	10	Foreman	1	10	Operators	6	10	Laborers	7	10
2.	Sub/Utility **TNT Utilities**	Supt			Foreman	1	8	Operators	2	8	Laborers	4	8
3.	Sub/Utility	Supt			Foreman			Operators			Laborers		

Contractor(s) Equipment (Active or Idle)

Contr/ Sub No.	Description	Number of Pieces	Number Used	Total Hours Used
1	Pick-up truck	4	4	10
1	Caterpillar 248 loader	1	1	6
1	Mack Semi-tractors	2	2	6
1	Lowboy	3	3	3
1	Kubota M4900 broom	1	1	8
1	Tack truck	1	1	8
1	Roadtec RP190 paver	1	1	9
1	Sakai SW800 SD Roller	1	1	9
1	Hamm HD110N SD roller	1	1	9
1	Water truck	1	1	4
2	Air Compressor	1	1	7
2	Flat bed dump truck	1	1	7

Details of Daily Operations First Rate Paving - Map 27

The Contractor paved Map 27 - SR 2344 (Bole Road) from Station 0+00 to Station 28+25 (end of Map). The average road width is 24 feet. The map was extended to Station 28+25 and widened from Station 27+75 to Station 28+25 to accommodate the new right turn lane at Davis Road (US 23) intersection. The Contractor used 23 loads (356.96 tons) of R59.5C (JMF 05-078-131) asphalt. Ten tons were deducted from load 23 because it was not used. The Contractor was delayed one hour from 12:30pm to 1:30pm while turning the paving operations around at the intersection SR 2344 (Bole Road) and US 34. The Contractor completed the resurfacing of this map and moved the equipment to Map 28 - SR 2365 (Greene Street).

***A motor vehicle accident occurred at the intersection of US 34 and SR 2344 (Bole Road) at approximately 10:30am. The intersection is signalized.

TNT Utilities (Subcontractor) - Valve and Manhole Adjustments - The Subcontractor adjusted 4 manholes and

Inspection Details (Items Checked/Results/Corrective Actions) Inspected the roadway to ensure it was clean, dry, and free of debris. Inspected the amount of tack placed on the roadway; tack was sprayed across the full width of the paving area. The tack was distributed evenly. Monitored the Contractor's depth throughout the paving operation, and the Contractor maintained a 1.5 inch loose depth for a 1.25 inch compacted depth as required by the project provision. Three samples were cored and nuclear densities were taken, the gauge readings were above the 95% compaction requirement.

Traffic Control Review The Contractor paved through a signalized intersection. The signal was put on flash, and flaggers were used to control traffic at the intersection during paving operations in addition to using a pilot vehicle for the vehicles on SR 2344 (Bole Road). The advance warning signs were erected in accordance with the roadway standard drawings.

Personal Risk & Hazards Assessment (Inspection Staff Only) Paving operations today. Inspectors need to be aware of moving equipment, backing trucks and motorists.

Operational Risk Management Controls

(Check all that apply or indicate"N/A" for Not Applicable)

Hard Hat	NA	Ear Protection	NA	Fall Protection	NA
Safety Vest	X	Eye Protection	NA	Trenching / Shoring	NA
Steel Toed Shoes	X	Safe Parking	X	Confined Space	NA
Lifting / Back Safety	NA	Backup Alarm / Spotter	X	Crane Swing Area	NA

Other Controls / Reassessment Advised new inspector who was taking the asphalt tickets to be aware of vehicles passing by the paving operation, to not stand beside of a truck with the truck bed fully raised due to possible stability issues and to watch for overhead power lines with raised truck beds.

I. M. Gadget

Inspector's Signature

Example 5

North Carolina Department of Transportation
INSPECTOR'S DAILY REPORT

Construction
03/07

Contract No.:	T.I.P. Number:	Inspector:	Day:	Date:
C255555	R-5678	I. B. Lineman	Thursday	6/22/2006

High Temp:	82	AM Conditions:	PM Conditions:
Low Temp:	65	Cloudy	Rain - showers began at 3:45 pm

Affects of Weather on Items of Work

Items of Work	No Affect All Day	Affected Less Than 50% of Work Day	Affected More Than 50% of Work Day	No Work All Day	Remarks
	☐	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	

Accidents (Check One): ☑ No ☐ Yes See Accident Report Dated:

Visitors:	Engineering Staff:

Contractor(s) and Personnel

No.	Name	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs
1.	Prime	Supt			Foreman			Operators			Laborers		
2.	Sub/Utility	Supt			Foreman			Operators			Laborers		
3.	Sub/Utility	Supt			Foreman			Operators			Laborers		

Contractor(s) Equipment (Active or Idle)

Contr/ Sub No.	Description	Number of Pieces	Number Used	Total Hours Used

Details of Daily Operations Survey Operations (1:00pm - 3:45pm) rain began at 3:45pm.

The survey party re-staked the curb and gutter from Station 17+63 to Station 26+83 left of the L-line. Resident Engineer Little advised yesterday that the shoulder berm gutter would be eliminated and only expressway gutter would be installed between these stations.

The survey party also re-staked curb stakes between Station 22+00 and Station 25+50 right of the L-line. These stakes were re-set due to the failure of the Contractor to protect the stakes.

The survey party staked the overhead and ground mounted sign locations along the L-line from Station 22+50 to Station 48+00. Readings were taken at each support location to detemine the "S" dimensions.

Inspection Details (Items Checked/Results/Corrective Actions) The sight distance for each sign was checked. An issue was found with Sign G at Station 26+30 right of -L-. The Y-3 bridge structure may limit sight distance. Resident Engineer Little was advised of this concern.

Traffic Control Review Traffic Control devices were reviewed by the project inspection personnel.

Personal Risk & Hazards Assessment (Inspection Staff Only) Survey party will be working around the Contractor's grading equipment while restaking curb and gutter and near traffic while verifying the 'S' dimensions.

Operational Risk Management Controls

(Check all that apply or indicate"N/A" for Not Applicable)

Hard Hat	NA	Ear Protection	NA	Fall Protection	NA
Safety Vest	X	Eye Protection	NA	Trenching / Shoring	NA
Steel Toed Shoes	X	Safe Parking	X	Confined Space	NA
Lifting / Back Safety	NA	Backup Alarm / Spotter	X	Crane Swing Area	NA

Other Controls / Reassessment The Contractor stopped grading operations while curb stakes were reset Right -L- Sta. 22+00 to 25+50. A spotter was used when near traffic.

I. B. Lineman

Inspector's Signature

TIPS FOR WRITING INSPECTOR'S DAILY REPORTS

- **Write daily reports each day.** It is difficult, to remember all of the details after the fact. With legal proceedings, diary entries made after the fact may be considered inadmissible in court.
- **W**ho, **W**hat, **W**hen, **W**here, **W**hy.
- **Write diaries such that someone not familiar with the job can understand what is going on.** Many times the daily reports are used to evaluate a claim others, years after completion of the project.
- **Details.** Use Stations, Alignment, Lane numbers, Right/Left, Structure Numbers, etc.
- **Be careful referencing local names of businesses.** Remember, that businesses change, and others reviewing a claim may not know the local businesses. You may use them as a quick reference, but follow it up with Stations and alignment information.
- **List instructions to a Contractor, as well as whether or not they follow through with the instructions.** List instructions by you or others, i.e. Resident Engineer, etc.
- **List delays to operations, conflicts, payment disputes, etc.**
- **If the Contractor is performing work at no cost to the Department, explain why the work is "No Pay".** Be specific and thorough.
- **Record what you measured or tested and if it was in accordance with the contract documents or not.** (i.e. Densities, saw cut depth, tightening of bolts, etc.)
- **It does not hurt to reference an operation that another inspector is looking after if it affects the operation you are inspecting.**
- **Note the items of work that have been completed.** (i.e. Completed backfill of Structure Number 152).
- **Note start and completion of ICT's.** (i.e. When ramps/roads are closed and opened).
- **Refer to Contractor as "The Contractor" or the specific name of the Contractor.** Stay away from referring to them as "They".
- **Don't write personal opinions of the Contractor.** It is OK to write, "I have informed the Contractor to do "XYZ" three times, but it has failed to be performed." However, do not continue and say, "this Contractor has no character", etc. Do not write malicious comments in your diaries.
- **Write the Subcontractor's name at the top of the "Details of Operations" section.**
- **Write one diary per work shift.**
- **Write legibly!**

PROJECT DIARY

The Project Diary is a summation of all of the daily activities on a project. This diary should be written so that it will represent the status of the project each calendar day to anyone reviewing it in future years.

The Project Diary should consist of a Project Diary summary sheet (Form CU-D), followed by all of the original Inspector's Daily Reports. The Project Diary sheets should be bound between two Project Diary cover sheets to an approximate thickness of 1-1/2 inches. It is not necessary to bind Project Diaries by month. These cover sheets are preprinted with the required project and book information on the outside front cover, significant dates, and Resident Engineer review on the inside front cover, and instructions for the diary preparation on the inside back cover.

An entry should be made for each day, beginning with the date work began and carried to the date the project is completed and accepted for maintenance. This entry should also be made on the Project Diary summary sheet (Form CU-D). This form can also be used for periods of project inactivity or **No Work** entries. The date of the Preconstruction Conference, utilities beginning work, or any other such date deemed important by the Resident Engineer should be included in the first diary and can also be recorded on the Project Diary summary sheet (Form CU-D) where appropriate.

It is the Lead Project Inspector's responsibility to ensure that all pertinent information is included from the Inspector's Daily Reports to become part of the Project Diary. The Lead Project Inspector should review all Inspector's Daily Reports to ascertain their legibility, accuracy, completeness, etc., as part of the daily review process. These reports should be written with ink or lead pencil hard enough to prevent smearing, yet dark enough to be legible without reading difficulty. **Clarification or expanded comments may be added to the daily report if needed but should be dated and initialed by the individual making clarification.**

Most days will require more than one Inspector's Daily Report for the various operations, such as grading, pipe, bridge, seeding, etc. The Project Diary summary sheet (Form CU-D) should be completed by the Lead Project Inspector to list these reports under **Contractor/Subcontractor and Description of Operation**. This should give the Resident and others reviewing the diaries a quick overview of the Contractor/Subcontractor's operations on the project that day.

The Lead Project Inspector should compile the Project Diary summary sheet and the Inspector's Daily Reports and submit them to the Project Engineer daily. The Project Engineer should review the Project Inspector's summary and the daily reports and provide details of significant occurrences, such as details of operations, significant conversations, field meetings, Contractor requests and Engineer directives. The Project Diary summary sheet (Form CU-D) contains specific information regarding delays to the Contractor and work in dispute.

Information required for the Project Dairy Summary Sheet (Form CU-D) includes the following items, referenced by number on the example form:

1. **Contract Number**: The contract number assigned to the project for construction purposes.
2. **Day and Date:** The day of the week and calendar date should be shown in this space. Holidays should also be identified as part of this line.
3. **Weather:** This should be a descriptive term that best describes the weather condition for the project that day, such as rain, thunder storm, cloudy, clear, etc. The effects of the weather, if inclement, on each operation should be shown on the individual Inspector's Daily Report.

Example:
If showers occurred only on a particular portion of the project and did not interrupt all operations, this should be noted on the Inspector's Daily Report.

4. **Temp:** The high and low temperature covering the 24-hour period for that day. This information may be taken from a local weather channel, local paper, or field measurement.
5. **Contractor/Subcontractor and Description of Operation:** These sections are provided to identify the Contractor(s) and types of construction activity occurring on the project that day. This section is not intended to be used to rewrite the Inspector's Daily Reports, but to list or summarize the daily reports. The Contractor/Subcontractor(s) on the project should be listed with the construction activity.
6. **Delays to Contractor's Operations:** This item should be checked **Yes** or **No** for each day. If there are delays, a follow-up explanation is needed on the following line, such as heavy rains, too wet, no stakes, etc.

   Note any conditions tending to delay the work and the termination or correction of these conditions. Also note any unforeseen difficulties encountered on the project, such as utilities not relocated or not shown on plans, right-of-way difficulties, insufficient or erroneous stakeout, insufficient personnel or equipment, interference by another Contractor or Subcontractor, incorrect or insufficient supply of materials, etc. This is very critical information.

   Delays to the Contractor's operations that are caused by the Department should also be documented to provide an accurate and factual record of the delay. Department personnel often hesitate to document their errors or Department-caused delays in the diary because they feel this is a reflection upon them or it is helping the Contractor. It is the Department's responsibility to document all facts so that the Contractor is properly compensated by additional compensation or additional contract time for all that he is due under the terms of the contract. It is also imperative that documentation be placed in the Project Diary as to the time and date that the delay to the Contractor's operations was resolved or removed and the Contractor was no longer prevented from performing the subject operation. Even though the Contractor may choose not to commence this operation immediately after removal of the encumbrance, the time and date that the conflict was cleared to the point that he could resume operations must be documented in the diary.
7. **Was Any Work Performed Today In Dispute?** This entry should be checked either **Yes** or **No** for each day. If there is disputed work being performed, a follow-up explanation is required on the next line. Disputed work would be any work that has the potential for a claim. This explanation should identify the work and nature or basis of the dispute, such as pipe installation - deeper than bid, fine grading - wasting surplus shoulder material, etc.
8. **Compiled and Signed Daily by the Lead Project Inspector:** The Lead Project Inspector should review all sections of the Project Diary for completeness and accuracy. He should sign the form in this space to signify its acceptability as the Project Diary for that day. This review should be made daily and submitted to the Resident Engineer's office within two days.
9. **Reviewed By:** The Project Engineer should review all sections of the Project Diary summary sheet and Inspector's Daily Reports for completeness and accuracy. He should initial the form in this section to signify its acceptability as the Project Diary for this day. This review should be made weekly.
10. **Project Inspector's Comments:** This section allows the Lead Project Inspector to provide comments or further explanation of today's activities such as delay to the

contractor's operation or work performed in dispute. This section can also be used as the master diary summarizing what operations were performed.

11. **Project Engineer's Comments:** This section allows the Project Engineer to provide comments regarding the project such as the following:
    - General comments upon status and condition of work
    - Instructions given or received
    - Contact with property owners
    - Coordination of stakeout or inspection performed
    - Detailed explanation of any delays or conflicts to the Contractor's operations
    - Any coordination performed as to sampling or testing
    - Contact with utilities or city representatives
    - Any decisions rendered
    - Requests by the Contractor

The preceding information is intended to be used as a guide in preparing the Project Diary. This is considered to be the **minimum amount** of project information needed and is not intended to limit other project data that the Resident Engineer feels pertinent. The Resident Engineer and/or Project Engineer may also include a daily report if this method would provide a better tool for documenting daily administration activities.

In summary, the Project Diary is one of the most critical and important project documents. It is the Resident Engineer's responsibility to ensure that all pertinent data is placed in the Project Diary. Any comments the Resident Engineer feels would clarify the status of the project to someone using the diary at a later date should be made. All entries that would aid a person checking the final estimate or reviewing a Contractor's request for additional compensation or time extension should be indexed in the front of the Project Diary.

The General Statutes provide that project diaries are not public records until after the final estimate is paid. Accordingly, the general public and Contractor should not be allowed access to the Project Diary, the Engineer's Weekly Report or the Inspector's Daily Reports. An exception to this is when there are claims or legal actions not between the Department and the Contractor. See Public Information in the Records and Reports section of the Construction Manual.

The foregoing is a general concept of what the Project Diary is and what needs to be placed in it. The Resident Engineer should use his judgment based upon his individual circumstances as to how he can best provide a factual record of the project in the Project Diary.

FORM CU-D
REV. 03-07

PROJECT DIARY

CONTRACT NO.: (1) DAY & DATE: (2)

WEATHER: (3) TEMP. HIGH: (4) LOW: (4)

THE FOLLOWING DAILY REPORTS INCLUDED HEREWITH ARE BEING MADE A PART OF THE PROJECT DIARY:

	CONTRACTOR/SUBCONTRACTOR	DESCRIPTION OF OPERATION
1.	(5)	(5)
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		

PROJECT INSPECTOR'S DAILY SUMMARY

Delays to Contractor's Operations ☐ Yes ☐ No
If Yes, Explain (6)

Was any work in dispute? ☐ Yes ☐ No
If Yes, Explain (7)

(8)
PROJECT INSPECTOR'S SIGNATURE

REVIEWED BY: (9)
ENGINEER'S INITIALS

DOT NUM 61-03388

PROJECT INSPECTOR'S COMMENTS: (10)

PROJECT ENGINEER'S COMMENTS: (11)

PROJECT DIARY EXAMPLE

FORM CU-D
REV. 03-07

PROJECT DIARY

CONTRACT NO.: C777777 DAY & DATE: Tuesday, June 11, 2006

WEATHER: Sunny TEMP. HIGH: 75 LOW: 63

THE FOLLOWING DAILY REPORTS INCLUDED HEREWITH ARE BEING MADE A PART OF THE PROJECT DIARY:

	CONTRACTOR/SUBCONTRACTOR	DESCRIPTION OF OPERATION
1.	Prime Contracting	grading
2.	Subgrades Unlimited	Cement Stabilization
3.	Prime Contracting	tieing reinforcing steel
4.	Signal Installation Unlimited	Installing poles
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		

PROJECT INSPECTOR'S DAILY SUMMARY

Delays to Contractor's Operations ☐ Yes ☑ No
If Yes, Explain

Was any work in dispute? ☑ Yes ☐ No
If Yes, Explain The contractor is performing the grading for the drives on Parcel 16. This work was a part of the R-O-W agreement. The grading for this job is lump sum. The contractor has submitted an Intent to File a Claim.

PROJECT INSPECTOR'S SIGNATURE

REVIEWED BY: ENGINEER'S INITIALS

DOT NUM 61-03388

PROJECT INSPECTOR'S COMMENTS: The contractor completed the grading for the Parcel 16 drives today. The homeowner was satisfied with the work.

PROJECT ENGINEER'S COMMENTS: Today was the first day of the cement stabilzation. The signal subcontractor's Superintendent Lyte requested to discuss the relocation of the signal at at Station 34+74 Y-2 (Fallig Road) and Major Street. I advised Superintendent Lyte the meeting is scheduled for Thursday, June 13, 2007 at 9:00 on the project at Y-2 and Major Steet. The City Traffic Engineer, Dan Roebucks will be in attendence.

ENGINEER'S WEEKLY SUMMARY

The Engineer's Weekly Summary is a summation of project progress for the week. This should include completion of major sections of work, completion of milestones, notes of conflicts or potential conflicts to the contractor's operations, issue resolutions, etc. The Engineer should also include observations and concerns regarding safety, environmental concerns and project progress.

The Resident Engineer and/or the Project Engineer should complete the Engineer's Weekly Summary. The Resident Engineer should complete the Engineer's Weekly Summary at least weekly. He may choose to complete a summary sheet more often. The Project Engineer may also choose to complete a Summary sheet to document occurrences on the project as well or he may choose to continue to document his comments, observations and instructions on the project diary sheet. The Engineer's Weekly Summary will be attached to Project Diaries that are completed for a week from Monday to Sunday and become a part of the overall Project Diary. The summary should include information from significant conversations and correspondence between the Engineer and the Contractor, municipalities, utilities, environmental agencies, Department Design Units, property owners, etc.

An Engineer's Weekly Summary sheet should be completed for each week beginning with the date work began and continued through the date the project is completed and accepted for maintenance. Information to note is the date of the Preconstruction Conference, meetings with the permitting agencies and utility companies, utilities beginning work or any other dates deemed important by the Engineer should be included in the Engineer's Weekly Summary.

The Engineer's Weekly Summary sheet should be completed and signed by the Resident Engineer weekly. Information required for the Engineer's Weekly Summary sheet includes the following items, referenced by number on the example form.

1. **Contract Number:** This is the number assigned to the project for construction purposes.
2. **T.I.P. Number or WBS Number:** This is the number assigned to the project if it is a project included in the NCDOT Transportation Improvement Program. If a T.I.P. number is not assigned to the project, list the WBS Number.
3. **Week Beginning:** This is the date of the Monday that begins the week of the summary.
4. **Engineer's Summary:** This should include a summation of the project progress and activities performed during the week beginning on Monday and ending on Sunday. This should also include significant completions of controlling operations or milestones, issue resolutions, identification of conflicts or potential conflicts to the contractor's operations, requests from contractors and responses, identification of current controlling operations, etc.
5. **Contractor's Controlling Operation(s):** The Engineer should list the Contractor's controlling operation(s) each week or when there is a change in the controlling operation(s). If the controlling operation changes within the week, the new controlling operation should be noted and dated. Article 101-28 of the Standard Specifications defines the current controlling operation(s) as "Any operation or operations, as determined by the Engineer, which if delayed would delay the completion of the project."
6. **Engineer's Signature and Date:** The signature and date of the Engineer completing the weekly summary.

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

RESIDENT ENGINEER
03/07

ENGINEER'S WEEKLY SUMMARY

Contract No.: (1)	T.I.P. No.: (2)	Week Beginning: (3)

ENGINEER'S WEEKLY SUMMARY OF EVENTS, OBSERVATIONS AND REMARKS
(4)

CONTRACTOR'S CONTROLLING OPERATION(S):
(5)

(6) Engineer's Signature	(6) Date

THIS FORM SHOULD BE COMPLETED WEEKLY BY THE RESIDENT ENGINEER FOR CONSTRTUCTION ACTIVITIES OCCURING MONDAY THROUGH SUNDAY. AFTER COMPLETION, ATTACH THIS FORM TO THE TOP OF THE WEEK'S DAILY REPORTS OF CONSTRUCTION AND INCLUDE IN THE PROJECT DIARY.

DOT NUM 161006167

ENGINEER'S WEEKLY SUMMARY EXAMPLE

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

RESIDENT ENGINEER
03/07

ENGINEER'S WEEKLY SUMMARY

Contract No.:	T.I.P. No.:	Week Beginning:
C221555	U-5555	7/14/2006

ENGINEER'S WEEKLY SUMMARY OF EVENTS, OBSERVATIONS AND REMARKS

The grading operations progressed slowly this week due to 3.2 inches of rainfall over the weekend. Grading operations resumed Wednesday.

A large grade difference was discovered between -L-, -Rp C- and -Y-15 when grading for the precast concrete barrier wall. T. James of Roadway Design was advised of the grade difference. He prepared revised plans to use guardrail in this area in lieu of precast barrier rail.

CONTRACTOR'S CONTROLLING OPERATION(S):

The controlling operations are grading along -L- from Station 23+20 to Station 55+00 and soil stabilization from Station 123+25 to Station 149+60 right of -L-.

J.M. Resident	7/23/2002
Engineer's Signature	**Date**

THIS FORM SHOULD BE COMPLETED WEEKLY BY THE RESIDENT ENGINEER FOR CONSTRTUCTION ACTIVITIES OCCURING MONDAY THROUGH SUNDAY. AFTER COMPLETION, ATTACH THIS FORM TO THE TOP OF THE WEEK'S DAILY REPORTS OF CONSTRUCTION AND INCLUDE IN THE PROJECT DIARY.

DOT NUM 161006167